



Lakewood Christian Schools  
Position Focus: Preschool Director

**A. Qualifications:**

- a. The Preschool Director has accepted Jesus Christ as Lord and Savior and demonstrates an active faith.
- b. The Preschool Director must have certification in Early Childhood Education
- c. The Preschool Director must be CPR/AED Certified.

**B. Purpose and Scope:** The Preschool Director is administrator of the preschool program. In order to ensure a quality environment for child development, the responsibilities involve staff, parents, children, church and facilities.

**C. Areas of Responsibility:**

**a. Staff:**

- i. As a ministry of Arbor Road Church, the Preschool Director ensures unity in staff culture at Lakewood Christian Schools Preschool.
- ii. Hire and manage preschool staff.
- iii. Plan and lead weekly staff meetings w/ an agenda.
- iv. Write curriculum and provide resources (library books, visuals, finger plays, etc.) for teachers.
- v. Provide (lead or delegate) a daily prayer time with staff at the beginning of each day.
- vi. Provide in-service training for staff at weekly meetings.
- vii. Equip staff through regular professional development. Additionally provide information about conferences, classes, workshops in child development..
- viii. Encourage staff growth by delegating new responsibilities and challenges.
- ix. Evaluate staff members at least once a year, encouraging strengths and making aware of areas where growth is needed. Have one on one meeting to discuss, ask questions and provide them with a written copy.

**b. Working with Parents:**

- i. Utilize means to reach out to those parents who are not Christians through knowing and caring for their families, home Bible studies, publicizing many ministries of our church (Kid's Ministries, Parenting Classes, VBS, etc.).
- ii. Conduct a parent interview with one or both parents of each child entering our school explaining policy, curriculum, philosophy, and begin to build a bridge of love to that family.
- iii. When available, talk with visitors to our school and those seeking information by telephone, explaining our program, tuition, philosophy, etc. Follow up within 2 days with those who visit while off site.
- iv. Provide an annual orientation and give regular direction and monitoring to volunteer parents who assist in preparing curriculum materials and cleaning rooms?
- v. Oversee the Weekly "Cub Tracks" email to be sent by staff.
- vi. Connect with parents through a monthly message (article or personal video) that is to be included in the "Cub Tracks". Share vision and heart while informing parents of the current curriculum.
- vii. Oversee written communication with parents regarding child development.



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- c. Responsibilities to School Administrator:**
        - i. Meet weekly with the school administration team, keeping him/her informed and getting input for planning.
        - ii. Coordinate with the school administration team on budget and policy.
        - iii. Give a monthly report and participate in discussion at school board meetings.
        - iv. Send all check requests through the School Business Office.
      - d. Working with Children:**
        - i. Greet children and parents each morning, building relationships, and briefly observing children to be sure they are well before they enter class.
        - ii. Work with children to endeavor to know each child and have insight into his/her behavior and needs.
        - iii. Be available to care for and comfort an ill child until his parents arrive to take them home.
- 2. Church Relationship:**
  - a. Active Attender at Arbor Road Church
  - b. Coordinate with Arbor Road Kid's Ministry Leadership to pursue a harmonious partnership while sharing the rooms.
  - c. Communicate with Arbor Road Pastor of Kid's Ministries concerning facility, equipment, etc.
  - d. Attend Monthly All Staff Meeting with Arbor Road Leadership.
- 3. Supplies and Equipment:**
  - a. Oversee necessary supplies and curriculum materials.
  - b. Oversee weekly nutrition menu and the purchasing of weekly groceries.
  - c. Provide new equipment and the repair of old equipment as needed.
- 4. Facilities:**
  - a. Be aware of facility and playground needs, repairs, and improvements and report them to the facility coordinator.
- 5. New Kindergarten Parents:**
  - a. Develop the relationship between the Preschool and our Kindergarten.
    - i. Distributing information regarding enrollment.
    - ii. Following up with families directly about their school choice.
- 6. Other:**
  - a. Perform other specific duties as directed by the school administration.